

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT, Outpatient Services Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER.

Location: CRMHC ~ Outpatient Services Division, 500 Vine Street, Hartford, CT

Job Posting No: CR-26874-1

Hours: Monday through Friday ~ 8:00 a.m. to 4:30 p.m. ~ 40 hours per week

Salary Range: \$52,364 - \$67,762 Annually

Posting Dates: September 24, 2014 to September 30, 2014

Eligibility Requirement: Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: Independently oversees administrative functions of outpatient services division. Provides administrative support to the Clinical Director and Medical Director. Management of meeting schedules, management of group and conference rooms, provides supervision to outpatient office assistant and summer workers, schedules appointments, day to day management of outpatient facility, including managing space and office moves, inventorying and ordering supplies, anticipating needs of facility in terms of furniture and equipment, liaison with maintenance and plant operations in terms of building management, development of travel authorizations, reimbursements, and license reimbursements, distributes reports and productivity data. Independently manages building and scheduling issues and problems; other related duties as assigned.

Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Job Posting Number (found on the posting)** at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). Submit to: **E-Mail:** crmhcruitment@ct.gov

Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06112
Fax: (860) 297-0931
E-Mail: crmhcruitment@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **NP-3**